

Purpose:

This checklist is to be completed by the owner or operator of a Food Premises as an internal audit or when requested to do so by an Environmental Health Officer. The checklist is comprised of a list of criteria that are commonly verified during routine health inspections.

How to use this checklist:

For each question given in the "Inspection Criteria" column on the checklist, check either the "Yes," "No," "Unsure," or "N/A" box depending on which answer is correct for your food premises. Answer honestly and give any further explanatory details that you feel may be helpful in the comments section when needed.

Once the checklist is complete, sign and date the owner/operator declaration below. If completion of this document was requested by an Environmental Health Officer, forward the document to the Environmental Health Officer for review.

Name of Food Premises:

Inspection Completed By (Print Name):

By signing below, I confirm that the information given in this self-inspection checklist is truthful and accurate:

Signed:

Date Completed (DD/MMM/YYYY):

Inspection Criteria	In Compliance?				Comments
	Yes	No	Unsure	N/A	
Construction and Approval					
Has a floor plan of the food premises previously been submitted to Northern Health?					
Has the layout or equipment of the food premises been changed since the last health inspection was conducted?					
Does the food premises have the key utilities (e.g. water, onsite sewerage, power) required to operate safely?					
Are all hand washing sinks supplied with warm running water, liquid hand soap and paper towels?					
Are all food contact surfaces smooth, non-porous, and easy to clean and sanitize?					

Food Premises Self-Inspection Checklist

Inspection Criteria	In Compliance?				Comments
	Yes	No	Unsure	N/A	
Control of Food Hazards: Temperatures					
Are accurate thermometers available onsite for monitoring food and refrigeration unit temperatures?					
Are cold potentially hazardous foods being stored in refrigerators or freezers?					
Are all refrigerator temperatures at 4°C/40°F or colder?					
Are all freezer temperatures at -18°C/0°F or colder?					
Are all hot-holding unit temperatures at 60°C/140°F or above?					
Are temperature logs being kept for refrigerators, freezers, and hot-holding units?					
Are cooked foods being heated to an internal temperature of 74°C/165°F?					
Are cooked foods being cooled from 60°C/140°F to 20°C/68°F in 2 hours and from 20°C/68°F to 4°C/40°F in 4 hours?					
Are frozen potentially hazardous foods being thawed in either refrigerators, microwaves, or in cold running water? Describe method.					
Are re-heated foods being heated to an internal temperature of 74°C/165°F?					

Inspection Criteria	In Compliance?				Comments
	Yes	No	Unsure	N/A	
Control of Food Hazards: Cross-contamination					
Are food handlers washing their hands before commencing work, and after any activity where hands may become contaminated?					
Are all foods on the premises obtained from approved sources (i.e. an approved food premises or a licenced slaughter facility)?					
Are foods labelled and stored in food-grade packaging or containers and in a manner that protects them from contamination?					
Are foods at least stored 15 cm/ 6 inches off the floor?					
Are ready-to-eat foods stored above, or in a separate area from raw meat, poultry or fish?					
Is there a policy restricting staff ill staff from food preparation and handling?					
Do members of staff have clean work clothes and exhibit satisfactory personal hygiene?					

Food Premises Self-Inspection Checklist

Inspection Criteria	In Compliance?				Comments
	Yes	No	Unsure	N/A	
Cleaning and Sanitation					
Are food contact surfaces, utensils, and equipment being cleaned and sanitized after each use?					
Is a 3-compartment sink used as the method for cleaning and sanitizing utensils?					
Is the dishwasher sanitizing solution concentration adequate? - For manual dishwashing: 100 parts per million of chlorine or 200 parts per million of Quats. - For a commercial dishwasher: 50 parts per million of chlorine.					
Is the dishwasher sanitizing temperature adequate (i.e. 71°C/160°F at the plate's surface or 82°C/180°F at the temperature gauge)?					
Are the concentrations of surface sanitizing solutions (spray bottles or buckets) sufficient (i.e. 200 parts per million of chlorine or Quats)?					
Are wiping cloths stored in a sanitizing solution between uses?					
Is there evidence, or concerns, of pest activity within the premises?					
Is the premises clean, sanitary, and in good repair?					
Is the premises being monitored for signs of pest activity?					

Inspection Criteria	In Compliance?				Comments
	Yes	No	Unsure	N/a	
Operation and Administration					
Is there at least one staff member on present at all times with a FOODSAFE Level 1 certificate or equivalent?					
Does the operator hold a FOODSAFE Level 1 certificate or equivalent?					
Is an up-to-date Food Safety Plan available onsite? Indicate date of last review.					
Is an up-to-date Sanitation Plan available onsite? Indicate date of last review.					